



GROUP SERVICES

## COSTA MESA CANNABIS PROJECT DESCRIPTION

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**Introduction**

Bureau of Cannabis Control licensed since 2017, SCCC Group Services, Inc., submits the attached supplemental application for Conditional Use Permit for Marijuana Business to the great city of Costa Mesa for a Non-Volatile, Medical Marijuana Manufacturing and Distribution facility. Moreover, we have become aware that Measure Q has been passed by the voters to allow retail deliveries in the zoned areas; accordingly, SCCC Group Services, Inc., is interested in pursuing, the addition of cannabis retail non-storefront for deliveries as a conditionally permitted use within the existing framework of the Code. We are in receipt of our Notice to Proceed Letter pursuant to our Marijuana Business Permit submittal. The property is located at 3505 Cadillac Ave., Unit 104, Building M, Costa Mesa, which is located on the west side of Cadillac Avenue, east of Sunflower Avenue. We have leased a first floor, 2,184 square-foot tenant space, that has direct access to the parking spaces at the rear of the building within an existing industrial building (Building M) constructed in 1982. Prior use of the property was from a company named, Machine Tools Supply, they manufactured and stored small tools and parts at the property. The adjacent and upper level tenant spaces are both approved and/or occupied by cannabis manufacturing uses. The facility is well positioned in the cannabis green zone, conforming to the requirements for a nonvolatile manufacturing site and is the ideal location for a packaging and distribution hub between our Adelanto and Lake Elsinore facilities which service our wholesale commercial clients and retail patients accordingly.

We are proposing to use the tenant space for cannabis product, nonvolatile manufacturing, preparation, packaging, distribution and transportation. With regard to State Licensing requirements, SCCC will be applying for an additional Microbusiness license to the Bureau of Cannabis Control Level 1 Manufacturer (Type 6 Non-Volatile) and Distributor. Our manufacturing products in Costa Mesa do not include extraction with toxic solvents, flammable or gas enabled equipment; instead our products are manufactured by non-volatile, commercial grade electrical kitchen appliances. Interior tenant improvements will be made to accommodate the proposed cannabis manufacturing and distribution use, and for retail delivery when permitting is available. Security measures proposed to be installed throughout the facility include: a video surveillance system installed at all exterior entrances and in all interior rooms; a monitored burglar alarm system; entry card readers; and exterior lighting designed to illuminate the front entrance corridor and behind the staircase. A premises site map is attached as an exhibit to this application illustrating the manufacturing, packaging and distribution activities.

Our job creation and retention plans include an overall operations manager, 2 manufacturing employees, 1 for wholesale distribution, and 1 for security; a total of 5 employees. Pursuant to the Measure Q and city permitting opportunity for retail delivery additional job creation and retention plans include 1 more additional security guard, 1 - 2 more for retail distribution/home delivery, information technology and social media technicians. SCCC will submit to the City a financial report on a yearly basis detailing the gross proceeds of the business.

Commercial wholesale is SCCC's target customer for manufacturing, packaging and wholesale distribution of cannabis products in Costa Mesa, with operations beginning immediately upon acquiring the required



## GROUP SERVICES

permits in the great city of Costa Mesa along with all other applicable local laws and state laws and all regulations promulgated thereunder.

SCCC Group Services, Inc., currently holds a State of California Bureau of Cannabis Control Micro Business License out of the City of Adelanto with cultivation, Level 1, Type 6 manufacturing, transportation distribution, and likewise will be pursuing State Micro Business License out of the City of Costa Mesa **with** level 1, Type 6 manufacturing, distribution. Pursuant to the Measure Q and city permitting opportunity will amend to add non-storefront retail delivery.

We are in the medical cannabis business as permitted by the law in California for our patients and customers at the lowest prices they can get anywhere in the United States of America. Our employees are well trained and qualified to handle the wide range of the wholesale, cannabis licensed, commercial customers that we are positioned to serve out of the Costa Mesa facility.

SCCC Group Services plans to operate 7 days a week at 7 AM – 6 PM hours a day based on demand. While the manufacturing and wholesale distributions area of the facility is not open to the public, our business will service our commercial customers responsibly to Covid-19 protocols. No transportation activities will occur during the hours of 12:00 midnight at 5:00 AM.

Our work force is well trained to operate within the framework of Measure X and that of our company's corporate culture; and also, to meet the needs of all our wholesale manufacturing, packaging, and distribution customers. SCCC Group Services commercial customers are given first class treatment whenever they visit any of our facilities. Our team of business leaders and medical cannabis entrepreneurs have over 30 years of combined expertise in cannabis manufacturing processes, economic development, government & political affairs, engineering and real estate development. We are determined to increase community awareness of the medicinal benefits of cannabis, reducing the stigma associated with use of cannabis for health purposes, and ultimately for the expanded access to this important medicine for the groups who need it most- seniors, veterans, and low-income patients.

We conform and comply with California track and trace regulations through Metrc, transportation, manufacturing sales tracking, and inventory management. Our system includes automated Metrc reporting, staff accounts, retail distribution accounts, batch tracking, and advance reporting for state and city requirements. We employ best practices and processes in cannabis business compliance, with the knowledge and software infrastructure that delivers complete product transparency and FDA-level accountability. Our commitment to our customers is to empower their brands with the products, tools and technology necessary to expand their business while protecting their brand integrity, and bottom line.

SCCC Group Services, Inc., is a family owned and managed business. Ms. Hazelina Belladora Laskey is the Chief Executive Officer of the business; she has an MBA from Webster University and well over 5 years of experience conforming as a licensed cannabis entity in the State of California.

**Project Information**

1. **Applicant Name:** Hazelina Belladora Laskey aka Hazel Laskey
2. **Business Entity:** SCCC Group Services, Inc.
3. **Operators Business Name:** SouthCoastCannabisCompany
4. **Business and Operations Address: Business Mailing address:** PO Box 2145, Orange, CA 92859  
**Operations Address:** 3505 Cadillac Ave., Unit 104, Building M, Costa Mesa 92626
5. **Assessor's Parcel Number:** 139-662-07
6. **Square Feet:** 2,184 square-foot tenant space
7. **Year Built:** 1982
8. **Construction Type:** VB, Industrial Complex that meets all requirements of the California Building Code (CBC) Tables 504.3 ,504.4 and 506.2 with respect to building height, square footage, and number of stories. The building has been thoroughly studied and is in full compliance with the pertinent guidelines.
9. **Occupancy Type:** The occupancies consist of, but are not limited to, B, F-1, M, S-1, and L.
10. **Business Description:** Medical and Adult Use (Recreational) Cannabis Business.
11. **Type of marijuana business:** Manufacturer/Processor, Distributor/Transporter, Non-Storefront Retail Delivery.
12. **Type of California State License Proposed:** Bureau of Cannabis Control Microbusiness Level 1 Type 6, Medical and Adult Use (Recreational)
13. **Notice to Proceed and Background Check Clearance Letter:** Issued October 19, 2020
14. **Prior use of Property:** Prior use of the property was from a company named, Machine Tools Supply, they manufactured and stored small tools and parts at the property.

**Questions**



## **Manufacturing Operations & Equipment**

The following is a description of the processes that will occur in the building.

### **Receiving & Quarantine Room**

The Receiving & Quarantine Room will contain bench space, racks for product quarantine, and a computer for inventory control data entry.

### **Manufacturing Room**

The Manufacturing Room will contain a 3-compartment sink, handwashing sink, and racks for sheet pans. The room will contain the equipment listed below:

<b>Equipment</b>	<b>Use</b>
Hobart 30qt Mixer	Mixing
Commercial Cooling Refrigeration (8'by6'by8')	Refrigeration
Commercial Cooling Refrigeration (8'by8'by8')	Freezer
Garland Induction Oven	Oven
Windmax Induction Stove	Stove
Westinghouse Commercial Electric Water Heater	Water Heater
MAXX Countertop Gummy Depositor	Candy/Gummies/Etc.

### **Packaging Room**

The Packaging Room will be located adjacent to the Manufacturing Room. The room will contain bench space, a computer for inventory control data entry, scales. The room will also contain:

<b>Equipment</b>	<b>Use</b>
ATG RoboCAP RL-300 filling system	Bottle Filler
Fisherbrand™ Isotemp™ Hot Plate Stirrer	Stirring
QuickLabel QL-120 Digital Label Printer	Labeling
RAW Thumper 100 Paper Cone Filling Machine	Pre Rolls

### **Manufacturing & Storage Room**

The Manufacturing & Storage Room will be located near the front exit of the building and will be used to store finished product in preparation for transport to distributors and customers along with overflow manufacturing as needed. The room will also contain a computer for inventory control data entry.

## **Finished Goods**

The finished goods manufactured at the facility are as follows:

- all forms of edible cannabis
  - gummies
  - truffles
  - cookie dough
  - hard honey
  - sauce packets
- capsules
- tinctures
- prerolls
- vape cartridges & disposables.

## **Flow of Goods**

### General

The flow of goods to the facility begins by receiving raw cannabis materials via secured, licensed transport. Raw cannabis, whether in the form of flower, trim, or cannabis oil, once received will be moved into the secured storage room. The raw cannabis material will be manufactured into finished goods and placed into quarantine for final testing prior to labeling and packaging for final distribution.

Once final testing has been completed, finished goods will be transported securely to a licensed cannabis distribution and/or retail facility. The remaining finished goods will remain in the secure storage for the facility's delivery service.

### Specific

SCCC receives cannabis goods through a secure transfer from a licensed distributor. When goods are transferred, the corresponding batch information and package identifiers are verified on the shipping manifest and accepted into METRC™. The shipment is listed as a 'transfer' in METRC™ until a designated employee verifies and receives the transfer, formally assuming responsibility for the inventory. Upon receipt of cannabis goods, SCCC ensures that the cannabis goods received are as described in the shipping manifest and record acceptance and acknowledgment of the cannabis goods in METRC™. If there are any discrepancies between the type or quantity specified in the shipping manifest, and the type or quantity received we address, record, and document the discrepancy in METRC™ and in any relevant business record. Received inventory that contains a discrepancy may be grounds for rejection and return of the shipment to the originating licensee. Should a system failure prohibit access to METRC™, SCCC maintains hard copies of all transfer, sale, destruction, and any other inventory movements. Additionally, we document and notify the BCC of the time system access is lost, time system access is restored, and the cause for the loss of access. Once access is restored, all recorded commercial cannabis activity

that occurred during the loss of access shall be entered into METRC™ within 24 hours of the system becoming available.

SCCC receives cannabis goods at the secure loading and unloading zone of the premises, so the receiving employee can conduct an inbound product inspection and begin the chain of custody transfer process. We meet the distributor transport agent outside of the facility to inspect the transporting agent's government- issued identification (ID) and licensee identification, issued by the distributor, before escorting the transporting agent and shipment into our facility through the secure loading and unloading zone. In order to assure the integrity of each shipment, SCCC inspects the packages and the corresponding shipping manifest to verify that the packaging is secure, undamaged, appropriately labeled, tagged, and accurately described on the accompanying shipping manifest.

Cannabis goods are moved into the cannabis storage area by hand or if heavy by use of a dolly for employee safety purposes. Upon entry, the operations manager reconciles the distributors manifest with what is being dropped off. Payment is then made along with the exchange of invoices and receipts. Products are then unloaded on a designated table. After the cannabis goods are unpacked and verified, they are entered into the company's METRC™ system at the order processing and fulfillment station, after which the products are then moved to the cannabis goods storage area and sorted into bins.

## **Shipping**

Two copies of the shipping manifest will be signed and dated by the transport agent and SCCC employee, indicating that SCCC has taken custody of the inventory. This acknowledgement moves the cannabis through a chain of custody, allowing for inventory control between us and the originating licensee. This also relinquishes responsibility for the inventory on behalf of the transport agent. One signed, shipping manifest will remain at SCCC facility, and the second signed manifest will be returned to the originating licensee. The copy of the manifest will be maintained, and made available to the Department of Consumer Affairs and any law enforcement officers, upon request.

Once the information is verified in METRC™, the transfer will be electronically accepted, and the shipment will officially become part of our physical and electronic inventory. This electronic tracking movement acknowledges receipt of the inventory and allows transparency and traceability for governing entities. The type of inventory records include: tracking of all cannabis goods, products, packages, and waste, transfers, conversions, sales, and returns that are linked to unique identification numbers (tags), lot and batch information throughout the entire chain of custody, conversions, and derivatives throughout the entire chain of custody, transportation of product, inventory discrepancies.

Additionally, and pursuant to section 5037 of the Bureau of Cannabis Controls Rules and Regulation, all financial records, personnel records, training records, contracts with other licensees, local authorizations, security records, records relating to the composting or destruction of cannabis goods, documentation for data or information entered

into the track & trace system, and all other documents executed in connection with licensed commercial cannabis as records will be maintained at all times.

### **Transportation**

SCCC transports cannabis goods with our own California compliant vehicle, which VIN is reported to the BCC (Bureau of Cannabis Control). The area of storage for cannabis goods is the rear of the vehicle. SCCC Secure Transport Vehicles feature a locking cage that separates the drivers (and passenger) from the product secured in the rear of the vehicle. Our vehicles have no windows in the cargo area and are free of any visible identifiers on the exterior of the vehicle including marks, logos, brands or other illustrations, other than those affixed to the vehicle by the vehicle manufacturer.

SCCC will only transport cannabis goods inside of the registered delivery vehicles, ensuring that said goods are not visible or identifiable from outside of the delivery vehicle. Each vehicle has a locked security cage within the vehicle and external locking features. The vehicles have a permanent separator wall that separates the driver and passenger from the cannabis products within the security cage on the other side (rear) of the separator wall. Cannabis goods will be locked in a transport container that is secured to the inside of the delivery vehicle. The vehicles will be locked and secured immediately following the loading of product and during transport.

# SECURITY PLAN MANUFACTURING

**ADDRESS:**  
**3505 CADILLAC Ave, M104**  
**COSTA MESA CA 92626**

**PREPARED BY:**  
**DAN PEREZ**



**February 4th, 2021**

A handwritten signature in black ink, appearing to read "Dan Perez".

**G I Security**  
**11540 E. Washington Bl #C**  
**Whittier CA 90606**  
**(562) 801-3125**



## **DAN PEREZ**

11540 E. Washington Bl #C, Whittier, CA 90606

Telephone: 562-801-3125 [dperezgis@yahoo.com](mailto:dperezgis@yahoo.com)

### **SECURITY EXPERIENCE**

Retired Los Angeles Police Detective(20yrs), Dan Perez.

#### **SUMMARY OF QUALIFICATIONS:**

Los Angeles Police Detective (13 years)

Confidential and professional Investigations: Abused Childs Unit (longest assignment)

Homicide, Domestic Violence, Robbery, Burglary and Narcotics.

Voir Dire-Court Qualified Expert-in fields of Child Abuse and Narcotics.

Patrol Officer (7 years)

Served the community by enforcing traffic laws. Attended neighborhood block meetings providing crime trends to citizens.

Instructor Los Angeles Police Academy-Child Abuse investigations and report writing for same.

G I Security, 2011 to present, Vice President of CA Security Guard Company.

#### **CANNABIS DISPENSARIES SECURED BY G I SECURITY:**

10 Spot, 420 Central, Beach Center, Bonafide, Bud and Bloom, Cali-Connect, Clinik, Cypress Manufacturing, Dank Factory, Dixie Elixirs, Downtown Highway Collective, Ease, Leaf & Lion, Killer Meds, KB Investment Group, Kush Club, Fresh Farms, From the Earth Santa Ana, From the Earth-Port Hueneme, Green America, Green Room, Green Monkey, Green Pearl, Herban Kulture, High Times, Indus, New Generation, MedCareFarms-Lake Elsinore, MedCareFarms-Perris, Mr. Nice Guy-Palm Springs, Mr.Nice Guy-Santa Ana, Moon Edibles, OC3, TKO Edibles, The Joint, The W Collective, The Pickup Spot, Tradecraft Farms-San Diego, Tradecraft-Port Hueneme, Treehouse, Tropicana, Safe Port, SGC, SuperClinik-Birch, SuperClinik-Yale, Sticky Vape, Strain Station, Stone Age, Universal Collective, Valley Herbal Center, Village Herbal Collective, Village Floral, W-Vapers, Wall St.

#### **SECURITY PLANS and ASSESMENTS** written for CITY and State Applications:

Adelanto, Baldwin Park, Bellflower, Cathedral City, Coachella, Chula Vista, Costa Mesa, Commerce, Culver City, Desert Hot Springs, Elder Creek, El Monte, Fort Bragg, Hemet, Irvine, Imperial Beach, Lancaster, Lake Elsinore, Long Beach, Los Angeles, Lynwood, Maywood, Montebello, Moreno Valley, Morro Bay, Needles, Newbury Park, Nuevo, Sacramento, San Bernardino, San Diego, Santa Ana, Santa Rosa, Santa Monica, Seaside, Somis Stanton, Oceanside, Oxnard, Palm Desert, Palm Springs, Pasadena, Perris, Petaluma, Pomona, Port Hueneme, Redding, Thousand Palms, Thousand Oaks, Ukiah, Vista, Winchester, West Hollywood.

#### **EMPLOYMENT HISTORY**

G I Security Inc. 2010 — Present

North Orange County Community College 2008 — 2012 (Security-Director)

Universal Studios (Film Production Security) 1979-2003

Knotts Berry Farm (Loss Prevention-Internal Employee theft) 2003-2006

Police Detective Los Angeles Police Department 1989 — 2001

Police Officer, Los Angeles Police Department October 1981 — 1989

US Navy 1978

**EDUCATION**

Rio Hondo College-Administration of Justice  
Fullerton College-Administration of Justice  
Advance Officer -July 1983  
Gang Awareness School-November 1986  
Tactical Firearms -March 1987  
Narcotics Investigations -March 1987  
Juvenile Procedure-September 1987  
Domestic Violence -May 1988  
Sexual Assault Investigations-February 1992  
USC Juvenile Justice -May 1992

**PROFESSIONAL QUALIFICATIONS**

Basic-POST Certificate, State of California 1982  
Intermediate-POST Certificate, State of California 1998  
CA State Private Patrol Operator, PPO 16601  
CA State Alarm Company Operator, ACO 7733  
Homeland Security Certificate-Emergency response-May 2009  
Homeland Security Certificate-Emergency management-July 2009  
Homeland Security Certificate-Homeland Active Shooter-Nov 2019  
Homeland Security Certificate-IED Awareness and Security Procedures-Jan 2020

**AWARDS**

Meritorious Unit Citation Medal July 1996  
Service ribbon; 1984 Olympics, Los Angeles October 1984  
Service ribbon, Pope John Paul II visit October 1987  
Service ribbon; civil unrest/1992 Los Angeles riots January 1993  
Service ribbon; Northridge earthquake September 1994  
Service ribbon; Democratic National Convention August 2000  
25 LAPD, Department Commendations, letters of recognition from City and Districts Attorneys Offices

All Certificates available upon request.

After retirement Dan Perez obtained a CA State license for Security Guards and Alarm monitoring.  
CA State certificates as Security Guard and Alarm operator and Federal certificates for Homeland Security.

## Security Procedures

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**Please provide a detailed response to the items below. If more space is needed additional pages may be added. Microbusinesses must complete this form for each commercial cannabis activity they intend to engage in.**

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**Business Name and Application Type:**

**Primary Contact Name, Email, and Phone Number:** Dan Perez, [dperezgis@yahoo.com](mailto:dperezgis@yahoo.com),  
(562)-801-3125

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**1. Describe who is responsible for implementing the Security Operating Procedures and list each person's role and responsibilities.**

Dan Perez, retired Los Angeles Police Detective was retained to write Security plan and as applicants Security Consultant. He will provide quarterly security training to employees and conduct unannounced State and City Compliance Audits.

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**2. Describe how the applicant will ensure all access points will be secured, which includes a description of all entrances and exits, windows, and doorways and the types of locks used.**

Pan/tilt/zoom cameras will be placed at all interior entrances and exits and will have capability to fully identify customers, vendors and employees.

Alarm sensors include door/window contacts if broken a signal is sent to alarm monitoring center.

Glass break sensors will be placed which sends notification to monitoring center if glass is broken.

Access control will provide locked, secured doors, and card reader with capability of tracking date, time and identify employee.

Commercial grade locks placed on exterior doors will be reinforced with hardened steel inserts and routing pins to provide drill and pick resistant capabilities

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**3. Describe the procedures for allowing individuals access to the premises, which includes:**

**a) A list of employees who have access including their roles and responsibilities.**

Non-Employees sign in on Visitors sheet specifying Date, Time (in and out), Purpose of their visit and their identification. See applicants assigned work area list.

**b) Description of how the applicant will ensure only authorized persons have access to the licensed premises and its limited access areas.**

All building exterior doors shall remain locked from outside to prevent unauthorized access.

Access control will provide locked, secured doors, and card reader with capability of tracking date, time and identify employee. Access control will provide employees limited access to designated areas.

**c) Description of how the applicant will maintain an accurate record of all non-employee authorized individuals allowed onsite, in conformance with section 5042 of the Bureau's regulations.**

Except for employees, vendors/contractors/visitors will only be allowed on property:  
Monday-Friday 7:00am-6:00pm and Saturday 10:00am-4:00pm and Sunday no one allowed.  
Non-employees, vendors and contractors must provide a photo identification and check in and sign in on a daily log which will consist of:  
Date, Arrival time, Purpose of the visit, Departure time, Purpose of the visit.  
Daily sign log will be kept in secured cabinet in access only office.  
All vendors and contractors backpack or carrying bags will be searched before entering building and when exiting building.

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**4. Describe how the applicant will comply with the employee badge requirement in section 5043 of the Bureau's regulations, including how the applicant will assign employee numbers and what the procedures are when an employee changes responsibility or leaves the employment of the licensee.**

All employees will display a laminated or plastic-coated identification badge issued by the licensee at all times when on the property. The identification badge shall include business name, license number, employees first name, an employee number exclusively for that employee assigned to that employee for identification purposes: color photo of employee's face, 1 "x 1 .5".  
A copy of employee's badge photo will be kept on file on property in a secured cabinet in designed office.

Access control will provide employees limited access, to maintain separation between designated areas  
Access control system program have capability to change employee assignment and remove employee from access if terminated.

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**5. Provide a description of the video surveillance system, which includes:**  
**a. A description of the types of cameras and video storage equipment.**

All cameras will provide brilliant image clarity and great level of detail recordings in day or night to identify all individuals on property or adjacent to, in high definition, 1080 wide range, 2688x1520 pixels, 264/mjpeg, 25/30 frames per second.  
All cameras will be weatherproof, tamper detection, vandal resistant and permanently mounted in a fixed position. Cameras will record 24 hours a day, 7 days a week, daily and the cameras recording system will be able to play back in quality suitable for viewing up to 90 days.

**b. A description of the camera placements and the number of cameras to be used.**

Cameras coverage on the roof, wall, parking lot and surrounding area will be placed.  
The system will be alerted if breached, indicating location and activate a camera, led light, siren and notify alarm monitoring center.

**c. A description of the procedures for the maintenance of the video surveillance equipment.**

Every quarter a CA State Licensed Alarm technician will inspect all equipment (see attachment). Technician will complete a sign-in sheet with date, time, purpose and results. Sign sheet will be kept in secured filed cabinet in designed office.

**d. A description of how the applicant will be notified of video surveillance system-failure or malfunction.**

Video surveillance system will have (8) hour battery back up in event of power outage. Alarm monitoring center will also receive signal of power failure to notify Manager.

**e. A description of how the video surveillance system will be monitored.**

Recording system will have remote viewing where-in authorized personnel will have access to all cameras for viewing from a monitor or cell phone, (on or off site).  
On site Security/Manager will monitor video surveillance.

**f. A description of how the applicant will produce copies of video recordings at the licensed premises immediately upon request of the Bureau.**

Recording system will produce photos with date and time stamp. Time to be in accordance of United States National Institute.  
Cameras will record 24 hours a day, 7 days a week, daily and the cameras recording system (Embedded-NVR) will be able to play back in quality suitable for viewing up to 90 days.

**a. A description of how the applicant will share the video surveillance system with other licensees when sharing services at the same location), if applicable.**

N/A

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**6. Provide information regarding the use of security personnel onsite, which includes:**

- a. Whether the security personnel will be employed by the applicant or contracted. If contracted, provide the name of the security company, license numbers, contact person, phone number of personnel that will be providing services, and a copy of the contract.**

Third party vendor contract.

G I SECURITY #16601

- b. Where the security personnel will be stationed on the licensed premises and/or which areas will be covered by roving security.**

Roving patrol inside building and outside property grounds.

- c. The hours security personnel will be onsite.**

24/7

- d. A description of how the applicant will share security personnel with other licensees (when sharing services at the same location), if applicable.**

N/A

- e. Will the security personnel be armed or unarmed?**

YES, EITHER ARMED OR UNARMED OR COMBINATION OF.

**7. Provide a description of the security alarm system, which includes:**

- a. The name, license number, address, phone number, and contact person of the alarm company that installed, maintains, and monitors the alarm system.**

G I ALARM #7733  
11540 E. Washington Bl #C  
Whittier 90606  
(562) 801-3125

**b. How the applicant will ensure the alarm system remains operational, including the frequency of maintenance checks by the alarm company.**

Every quarter a CA State Licensed GI Alarm technician will inspect all equipment (see attachment). Technician will complete a sign-in sheet with date, time, purpose and results. Sign sheet will be kept in secured filed cabinet in designed office.

**c. A description of the alarm system features, including whether it has motion detection sensors inside the premises.**

Motion sensors will be placed to alert movement in secured rooms.  
Alarm sensors, door/window contacts, if contacts are broken a signal is sent to monitoring system

**d. A description of how an alarm will be responded to, including whether law enforcement personnel will be notified.**

If alarm is activated, Manager will be notified by alarm monitoring center to verify if actual Burglary prior to contacted Police.

**e. A description of how licensees will be sharing the alarm system with other licensees (when sharing services at the same location), if applicable.**

N/A

Applicant Signature	Date Signed
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## **FACILITY SECURITY**

### **CCTV CAMERAS/LASER BEAMS**

All cameras (exterior 10/interior 7) will provide brilliant image clarity and great level of detail of detail recordings in day or night to identify all individuals on property or adjacent to, in high definition, 1080 wide range, 2688x1520 pixels, 264/mjpeg, 25/30 frames per second.

All cameras will be weatherproof, tamper detection, vandal resistant and permanently mounted in a fixed position.

Cameras will record 24 hours a day, 7 days a week, daily and the cameras recording system (SCW-NVR) will be able to play back in quality suitable for viewing up to 6 Months.

Live recording system will produce photos with date and time stamp. Time to be in accordance of United States National Institute.

Recording system will have remote viewing where-in authorized personnel will have access to all cameras for viewing from a monitor or cell phone, (on or off site).

Recording system will be housed in a well-designed, limited access and secured room with access only, to authorized employees using individually access cards.

Recordings shall be kept for 90 days.

The camera monitors will be reviewed and inspected daily for any camera malfunctions by qualified managers of the operation as well as the assigned security detail.

Every quarter a camera technician will inspect all equipment. Technician will complete a sign-in sheet with date, time, purpose and results. Sign sheet will be kept in secured filed cabinet in designed office.

Video surveillance system will have (8) hour battery back up in event of power outage.

The types and amounts of cameras and lasers/beams proposed for the **ceiling include:**

(10) Honeywell ceiling lazer beam sensors units (DT901). Coverage on the ceiling is accomplished by a laser that places a laser beam blanket of detection, effectively covering the entire ceiling. Should the beam be broken, the system will be alerted to the breached location and activate a camera, led light, siren, and strobe light Wbox (OE-Outdsirsb).

24/7 monitoring by G I Alarm (ACO#7733) will also be alerted of breached location to notify Police and Security Guards.

The types and amounts of cameras proposed for coverage of **parking lot and surrounding area:**

(5) Hikvision IP cameras (DS-2D2355WD) units. System will be alerted to the breached location and activate a led light, siren, and strobe light Wbox (OE-Outdsirsb).

Cameras will provide coverage of surround area of up to 90 feet.

(2) Pan/tilt/zoom cameras (DS-2DF5232X) will be placed at all entrances exits and will have capability to fully identify vendors and employees.

The types and amounts of cameras proposed for the **building interior include:**

(8) Hikvision IP cameras (DS-2D2355WD) to be placed strategically to monitor and record all activity in and around lobby, hallways, and all rooms inside building.

(2) Pan/tilt/zoom cameras (DS-2DF5232X) will be placed at all entrances and exits and will have capability to fully identify vendors and employees.





### **BURGLAR and FIRE ALARM**

G I Alarm, CA State Alarm license (#AC07733) will install, maintain, monitor, and respond to the alarm system.

Applicant will apply for City Alarm Permit once license is issued.

A valid City alarm permit will be posted at entry in plain view to public.

All Fire/Smoke and Carbon Monoxide detector placement required per City Code will be monitored by qualified and authorized staff 24/7.

Alarm sensors (contacts) (HW-968XTP) will be placed on all exterior doors and windows, if contacts are broken a signal is sent to monitoring system.

Glass break sensors (ASC-SSI) will be placed on windows which sends notification to monitoring center if glass is broken.

A cellular alarm communicator will be placed in case the cable wire is cut a signal is sent to monitoring center to notify Police.

### **SIGNAGE**

12" x 12 x 1" Signs will be posted in conspicuous places in- and out-side of the proposed area stating, "THESE PREMISES ARE BEING DIGITALLY RECORDED" and ALARM MONITORED BY G I ALARM" notifying public that the surveillance cameras and alarm monitoring system is operative and active monitoring.

12" x 12"x 1" Signs will be posted at entrance, exit, parking lot and conspicuous places stating "NO LOITERING ON THE PREMISES OR IN THE AREAS ADJACENT TO FACILITY, IS PROHIBITED".

### **EXTERIOR LIGHTING**

Exterior lighting will be strategically placed throughout the property/building to emphasize and highlight exterior perimeters, doors, and gates.

Adequate illumination in evenings will assist surveillance cameras to identify faces and clothing of individuals.

Exterior lighting will serve as a deterrent as well as an aid to monitoring by the CCTV system.

### **ACCESS CONTROL**

Access controls will consist of electrical and mechanical devices that create a perception of risk to potential offenders and deny access to targets and escape routes while also providing a safe and secured environment.

Access control will provide locked, secured doors, and will generate data reports with capability of tracking date, time and identify employee.

Access control will provide employees limited access, to maintain separation between Distribution, manufacturing, and other designated areas.

Access control devices will be placed on all doors for areas where cannabis goods are weighed, packaged, stored, or moved within the building. Access control devices on interior doors will require employees to place their finger or swipe their identification badge.

Access control device {KP-300} placed at exterior doors will require card swipe and manual press key code. If danger is present, pressing additional number will send a distress signal to the G I Alarm monitoring center, to inform on site security.

Facility's vault, IT and cameras recording equipment will be housed in separate room/closet with limited access. A sign will be posted stating, "LIMITED ACCESS AREA-AUTHORIZED PERSONNEL ONLY".

### **FACILITY SAFE**

Safe will be high density fire and burglar resistant material, Heavy duty construction: 6" thick door and 31/2" body and safe will be fireproof up to 2 hours and placed in designated area in manufacturing area.

Only managers (via access control) will access to safe.

All cannabis products will be stored in same safe overnight.

### **BUILDING EXTERIOR DOORS**

shall remain locked from outside to prevent unauthorized access. Doors shall have push bars attached on the inside to allow staff/visitors to exit in case of emergency.

Commercial grade locks placed on exterior doors will be reinforced with hardened steel inserts and routing pins to provide drill and pick resistant capabilities. Exterior door will be framed by metal door frames.

### **WASTE MANAGEMENT**

Waste receptacle will be placed in a secured area on the property. Waste receptacles will be kept secured with locking devices and accessible only to authorized personnel and waste hauler.

Licensee will provide agency with following: Waste haulers Company name, address, phone number and contact person. Hauler will provide receipt with date, time and weight.

### **PESTICIDE STORAGE**

A secured shed/closet will be used to store all pesticides with compliance to label directions.

## **OPERATIONAL SECURITY**

### **FACILITY POLICIES**

All employees will display a laminated or plastic-coated identification badge issued by the licensee at all times when on the property.

The identification badge shall include:

business name,  
license number,  
employees first name,  
an employee number exclusively for that employee,  
color photo of employee's face, 1 "x 1.5".

A copy of employee's badge photo will be kept on file on property in a secured cabinet in designed office.

Non-employees, vendors, visitors and contractors must provide a photo identification and check in with security and sign in on a daily log which will consist of date, arrival time, purpose of the visit departure time, purpose of the visit. All backpacks will be searched.

Except for employees, vendors/contractors/visitors will only be allowed on property:  
Monday-Friday 7:00am-6:00pm and Saturday 10:00am-4:00pm.

Trash pickup, compacting, loading, and unloading will be limited to below hours:  
Monday-Friday 7:00am-6:00pm and Saturday 10:00am-4:00pm.

No consumption of cannabis or alcohol will be permitted on property at any time.

All manufacturing employees will follow the below practices:

1. Disease control. Employee who is sick, has open sores or wound will be sent home until they are no longer sick or till sore or wound has healed.
2. Cleanliness. Employee shall conform to hygienic practices to protect against contamination of cannabis products will include (A) wearing outer garments.
3. Personal cleanness. washing hands thoroughly before and re-returning to their workstation when handling cannabis or cannabis packaging material, equipment, and surfaces.
4. Remove jewelry or any other objects that could fall into cannabis products, equipment, or containers.
5. Employees shall wear gloves, hair nets, beard covers or other effective hair restraints.
6. No eating of food, chewing gum, drinking beverages or tobacco use will be near or in designated cannabis product handling areas.

## **DELIVERIES**

All delivery will be pre-schedule: company name, delivery date, and approximate time and name of driver. Scheduled sheets will be kept in secured cabinet.

All deliveries will be accepted and checked in at one designated entrance/door.

When the delivery has arrived, driver will show his identification, sign in on visitor sign sheet, (same visitors sign sheet will be kept in secured file cabinet).

Driver/vendor will be issued a visitor's id and will be escorted to appropriate employee or area.

Once delivery is complete driver/visitor will be escorted back to sign out on visitors check in sheet and escorted off building

Licensee will be allowed to accept returns (if applicable).

Returned cannabis will not be resold and destroyed as required by State of California requirements.

Licensee will maintain the Cannabis Track and Trace System (CTTS) through State approved Metrc system.

A designated manager will be trained and authorized for the Metrc system and will complete States required training and continuing education.

Designated manager will maintain accurate up to date list of CTTS and trace other employee system users.

Designated manager shall reconcile inventory of cannabis goods at least once every 14 days through the Metric system.

All cash shall be placed in an on-site fireproof safe. Fireproof safes will be located in a limited-access room.

Mandatory quarterly monthly meeting will take place with all employees in order to ensure that all employees are continuously updated on security policies and law changes.

All employees will be required to be present and will sign-in, on date a business policy training sheet. Policy training material and employee attendance/sign in sheets will be kept on file in designed cabinet/office.

Employees will be informed of fire extinguisher/first aid kit locations. Physical drills will be conducted related to emergency evacuations.

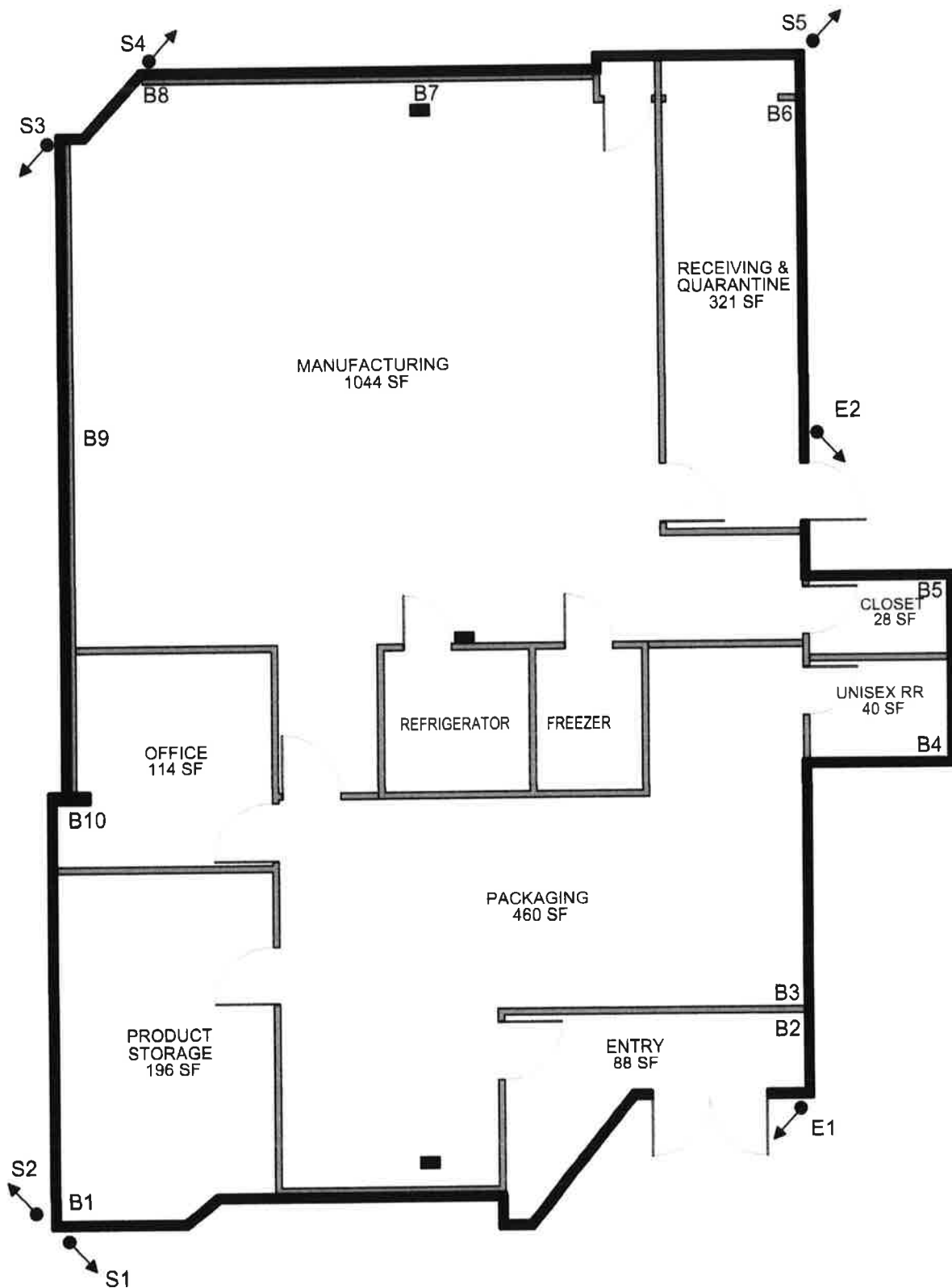
All monitoring and security records will be maintained in secure cabinet in the designated office.

## **PANIC ALARM DEVICES:**

Panic Alarm with direct contact with Police will be placed at strategic locations.

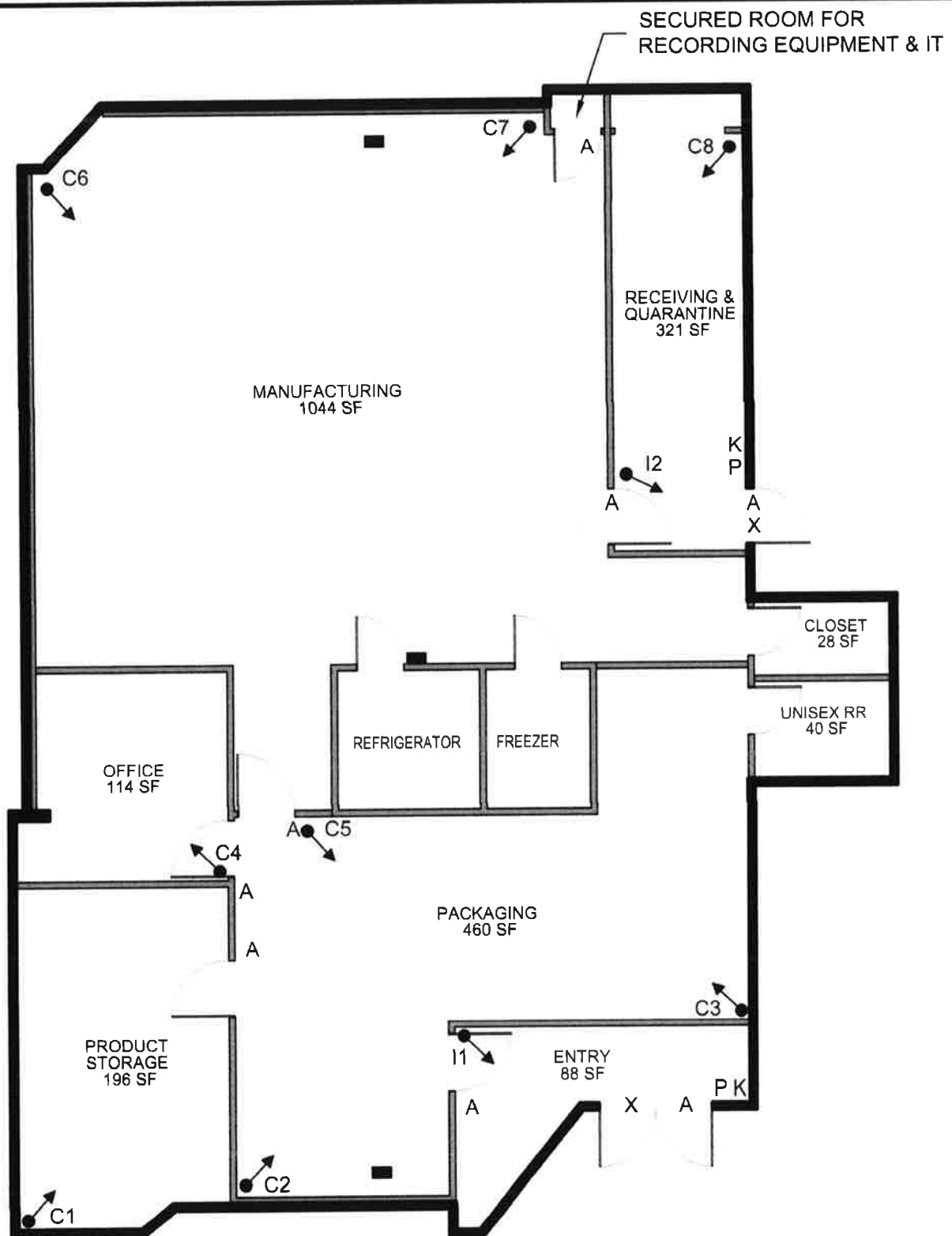
Managers will be armed with an alarm alert device worn around their necks, if they suspect any suspicious activity or emergency situation when they press button to activate, they will be in a two-way communication with (GI ALARM) 24/7, to call police or fire department.

Quarterly, meetings/training will be held with staff covering security and safety procedures, City and State of CA cannabis regulations, changes, and updates.



### EXTERIOR CAMERAS

EXTERIOR ENTRANCE/EXIT CAMERAS (E1-E2)  
 CEILING LAZER BEAM SENSORS (B1-B10)  
 SURROUNDING AREA CAMERAS (S1-S5)



### INTERIOR CAMERAS

INTERIOR ENTRANCE/EXIT CAMERAS (I1-I2)

INTERIOR CAMERAS (C1-C8)

K - ALARM KEYPAD

P - PANIC ALARM

X - DOOR CONTACT

A - ACCESS CONTROL

**SCCC Groups Services, Inc**

**Fire/Life Safety  
& Building Code  
Compliance Report**

August 26, 2020



## **Report Objective**

The purpose of this report is to document the code compliance aspects of the proposed construction project for SCCC Group Services, Inc, and inform the following parties of its safety:

- City of Costa Mesa
- Costa Mesa Building Safety
- Costa Mesa Planning Commission
- Costa Mesa Fire Department
- Orange County Fire Authority

This report will clearly indicate the following aspects of the proposed buildings:

- Construction type
- Fire resistance rating
- Fire protection
- Egress compliance
- Emergency lighting
- Initiating and notification systems

## **Location Description**

SCCC Group Services, Inc. manufacturing and distribution facility address is 3505 Cadillac Ave., Building M, Unit 104, Costa Mesa, which is located on the west side of Cadillac Avenue, east of Sunflower Avenue. We are proposing to use the tenant space for cannabis product, non-volatile manufacturing, preparation, packaging, distribution, and transportation. Our manufacturing products in Costa Mesa do not include extraction with toxic solvents, flammable or gas enabled equipment; instead, our products are manufactured by non-volatile, commercial grade electrical kitchen appliances. There will be zero extraction at this facility, only infusions and processing of oils purchased from our Adelanto licensed facility. Interior tenant improvements will be made to accommodate the proposed cannabis manufacturing and distribution use. The total area of the space will be 2,184 square feet.

The building is separated by fire barriers that are rated for two (2) hours for area separation. The occupancies consist of-but are not limited to-B,F-1, M, S-1, and L. It is the owner's desire to ensure that the project is designed with the highest safety standards and is fully within compliance of the California Building and Fire Code. The industrial complex in which this project resides consists of 14 tilt up buildings, with Building M (SCCC Group Services, Inc) maintaining a minimum distance of 25 feet from any adjacent building.



## **Code Compliance & Building Performance**

The project consists of one unit in the first story of a building that stands two story in height with a total square footage of 2,184. Because the building construction type is VB, it meets all requirements of the California Building Code (CBC) Tables 504.3 ,504.4 and 506.2 with respect to building height, square footage, and number of stories. The building has been thoroughly studied and is in full compliance with the pertinent guidelines.

### **A. Fire Protection**

A manual fire alarm system that activates the occupant notification system in accordance with CBC 907.5 and 907.2.5 will be provided. The system will be capable of voice evacuation using speaker strobes. In addition, an automatic smoke and heat detection system will be provided to ensure the safety of the building's occupants.

A dedicated space (approved by the Fire Department) will be used to install a Matrix and Graphic annunciator, allowing firefighters to rapidly detect the area of the fire in the shortest possible time. An Automatic Sprinkler System will be updated in accordance with CBC Section 903.2.5 and the National Fire Protection Association (NFPA) 13. The updated sprinkler system shall be approved by the Plumbing and Mechanical Division prior to installation and will feature a monitoring system that is capable of being tied into the building's fire alarm system.

Portable fire extinguishers with a rating of not less than 2-A or 2-A10 BC will be provided within 75 feet, travel distance, to all portions of the building, including during construction. For electrical and mechanical rooms, portable fire extinguishers with a rating not less than 10BC will be provided. All installations and placement will comply with CBC Section 906.

A Fire Department Connection is installed on the exterior edge of the building and is located fewer than 100 feet from the existing fire hydrant in front of the building.

### **B. Interior Finishes**

All interior finish materials applied to walls and ceilings will be in compliance with CBC Section 803. The flame-spread rating of paneling materials on the walls will comply with CBC Section 803.9. All decorations (if provided) will be non-combustible or flame-retardant treated in an approved manner.

### **C. Means of Egress**

The occupant loads for every space will be calculated according to CBC Table 1004.2 and will be used to determine means of egress sizing (per CBC Section 1005). The capacity of the stairway will be calculated using the conservative factor of 0.3 inch per occupant, even though the building is qualified for the reduced load factor because it is equipped with an Automatic Sprinkler System and Voice Evacuation Fire Alarm System. The capacity of other egress components will be based on 0.2 inch per occupant.

The common path of travel and travel distances from the most remote point will comply with CBC Section 1006.2.1. Each building has direct exit discharge to an open-to-sky parking lot, which has an unobstructed path to a public street. This allows occupants to immediately discharge the building and have an accessible path of egress to a public street (Stanford Avenue). The path of egress from any H occupancy space will be limited to 25 feet to ensure immediate access to an exit discharge point.

### **D. Exit Signs**

Exit signs will be in full compliance with CFC Section 1012 and will be connected to an emergency power system that will provide an illumination for no less than 90 minutes in case of primary power loss. The emergency power system shall consist of storage batteries or an onsite generator. The installation of the emergency power system shall be in accordance with CBC Section 2702.

### **E. Fire Resistance Ratings**

The building is Type VB construction and is in full compliance with CBC Table 506.2, 504.4, and 504.3. Corridors will be one-hour rated per CBS Section 1020, with 20-minute rated doors and 45-minute rated openings. According to CBS 2016, stairways connecting no more than two (2) stories shall not be rated; hence, staircases will feature no rating. The exterior walls of the building will be rated for two (2) hours, which will eliminate the spread of fire to both interior exposures and neighboring properties.

## Project Operations

The following is a description of the processes that will occur in the building.

### Receiving & Quarantine Room

The Receiving & Quarantine Room will be located adjacent to the Manufacturing Room. The room will contain bench space, racks for product quarantine, and a computer for inventory control data entry.

### Manufacturing Room

The Manufacturing Room will be located adjacent to the rear exit of the suite. Along with a 3-compartment sink, handwashing sink, and racks for sheet pans, the room will contain:

Equipment	Use	Electrical
Hobart 30qt Mixer	Mixing	120V, 9.5 amps, 1 phase
Avantco Commercial 2 Door Refrigerator	Refrigeration	115V, 4.56 amps, 1 phase
Garland Induction Oven	Oven	208V, 28-30 amps, 3 phase
Windmax Induction Stove	Stove	220-240V, 30 amps, 3 phase
Westinghouse Commercial Electric Water Heater	Water Heater	240V, 20 amps, 1 phase

### Packaging Room

The Packaging Room will be located adjacent to the Manufacturing Room. The room will contain bench space, a computer for inventory control data entry, scales. The room will also contain:

Equipment	Use	Electrical
ATG RoboCAP RL-300 filling system	Bottle Filler	AC110-220V 300W
Fisherbrand™ Isotemp™ Hot Plate Stirrer	Stirring	100/120 V 50/60 Hz
QuickLabel QL-120 Digital Label Printer	Labeling	100-240V, 50/60Hz, 1.5A/0.5A
RAW Thumper 100 Paper Cone Filling Machine	Pre Rolls	120V

### Office & Storage Room

The Office & Storage Room will be located near the front exit of the building and will be used to store finished product in preparation for transport to distributors and customers. The room will also contain a computer for inventory control data entry.

### Allowable Height & Area

The building will utilize the non-separated use provision, in accordance with CBC Section 508.3. Per CBC Section 508.3.3, fire-resistive occupancy separations will not be required.

The allowable height and area of the building is limited to that permitted. Quantities permitted are detailed in this report. Per CBC Table 503, the allowable base building area for a Type-VB building is 43,067 square feet; the base building height is 26.0 feet.

**Fire Department Access**

Fire Department access to the facility is provided via Sunflower Avenue from the south and Cadillac Avenue from the east. The wide access lanes extend to within 150' of all exterior walls of the building.

**Conclusion**

The proposed project has been reviewed and, by following the requirements outlined above, is in general compliance with 2012 International Building Code (IBC) and International Fire Code (IFC) requirements. The existing building construction type and fire sprinkler system design is appropriate for the proposed application.

## Fire Suppression Systems

The existing building is protected with an automatic sprinkler system designed for storage. One (1) six-inch diameter fire riser located within a dedicated riser room is provided for the building. The riser room provides direct exterior access.

Modifications to the sprinkler system will be required to provide coverage in accordance with NFPA 13: *Standard for the Installation of Sprinkler Systems*. Existing sprinkler zoning will be maintained. Sprinklers will provide the following densities:

Use	Sprinkler Density
Office/Reception	Light Hazard 0.1 gpm/ft <sup>2</sup> over most hydraulically remote 1500 ft <sup>2</sup>
Production/Storage	Ordinary Hazard, Group 2 0.2gpm/ft <sup>2</sup> over the hydraulically remote 1500 ft <sup>2</sup>

The sprinkler system will be modified, as necessary, to provide the minimum design criteria noted above.

The existing riser rooms are of one-hour fire-resistance rated construction and provide direct exterior access, in accordance with IFC Section 916.3. The riser rooms will be provided with necessary HVAC equipment to maintain the temperature of the room between 40-100 degrees. Permanent lighting with backup power will be provided (if not currently present).

The existing sprinkler monitoring system serving the buildings will be maintained.

Existing signage identifying the riser rooms will be maintained on the exterior door of the room and the exterior doors leading to the area being discussed.

Existing Knox Boxes outside the riser rooms will be maintained.

The building sprinkler system is supported by a Fire Department Connection (FDC) with two (2) 2.5-inch outlets. The FDCs are located along the exterior wall of the building, along the surface parking lot.

The building renovation does not impact required fire flow; the original connection FDC features two (2) 2.5-inch outlets. The FDCs are located along the exterior wall of the building, along the surface parking lot.

The building renovation does not impact required fire flow. The original building classification was Group F-1/S-1; the remodel will not include a building expansion. The building will continue to utilize the existing city water supply to serve as the required fire flow. Two (2) fire hydrants are located in the surface parking lot, within 150 feet of the building.



### **Building Description**

The building is two stories in height (26 feet) and located at 3505 Cadillac Ave Building M, Unit 104. Unit 104 is a rectangular suite of approximately 2,184 square feet featuring a tilt up Type VB rated building. This building will be used for manufacturing, processing, administration, storage, and distribution of medical marijuana products.



Access will be available from the front (south) and the rear (north) of the building.

## **Fire Safety Assessment Plan**

This Fire Safety Assessment Plan will cover the occupancy identified as the SCCC Group Services, Inc Project. This project will consist of the address of 3505 Cadillac Ave. Building M, Unit 104, Costa Mesa, California 92626 (APN:139-662-19).

The occupancy will consist of existing constriction and tenant improvement for the interior and will be in compliance with the most recent fire codes, building codes, and National Fire Protection Association Codes applying to this type of occupancy. All applicable codes will be applied to the construction, use, and processing activities within the facility.



# Site Engineering Report

Required by:  
**Costa Mesa Fire Department**  
**Orange County Fire Authority**

## Occupancy

- Type VB.
- Occupant Load will follow CBC requirements for occupancy type.
- Egress Capacity: Existing corridors and doors will meet California building code and will maintain a minimum of 44 inches.
- High Rise: Not a high rise (maximum height 26 feet).
- Windows: there are windows located on the west, south, and east side of the unit.
- Underground: No underground.

## Building Construction

- Types VB

## Building Exterior

- Doors will be one hour rated.
- Windows-only on the west, south, and east side of the unit and these windows will meet building code.
- Location and Ratings of Fire Areas: See *Project Operations* section.
- Fire Walls: See *Project Operations* section.
- Fire Partitions: See *Project Operations* section.
- Interior Finishes: See *Project Operations* section.
- Protection of openings.
  - o Fire Doors: All exterior and interior opening between different components of the production area.
  - o Fire Windows: N/A.
  - o Fire Dampers: See *Project Operations* section.
  - o Fire Stops: See *Project Operations* section.

## Building Services

- Utilities located at the west portion via complex roadways

## Address

- Visible from street, clearly identified with address and emergency information, including NFPA 704 Placard.

#### Heating System

- Electric. Heaters installed in each occupancy meets California building Code requirements and will be UL rated.

#### Electrical System

- Main Panel Identified from Exterior: Building will clearly indicate all panel locations.
- Location of all Sub-Panels: Will be clearly identified.

#### HVAC

- Each building will be supplied with HVAC and will be approved during Building Plan checks and will be UL rated.

#### Fire Department Access

- Knox's: For each building. At location and approved by Fire Department.
- Fire Lane: The Fire Lane will be located in all sides of the occupancy
- Turn-Around: Cadillac Avenue is 60 feet wide, which is adequate for fire department apparatus to turn. The complex roadways feature complete access to the property; no dead ends are present.

#### Water Supply

- Hydrant Locations: 2.5-foot hydrant located in front of each of the complex entrances. There are eight (8) within the complex and two (2) 2.5 x 4-foot hydrants within 150 feet of all areas of the building.
- Sufficient Water Supply: Minimum eight (8)-foot water main supply.
- On-Site Hydrants: Total of eight (8) within the complex.
- Within 150 feet of FDC: FDC will be located directly in front of the building.

#### Sprinkler System

- Sprinkler systems are provided in the building. The sprinkler system will be maintained as per Costa Mesa Fire Dept. Codes including maintenance (Certified every five (5) years), properly tagged, proper signage, and OS&Y open/locked.
- Extra Sprinkler Heads/Wrench: Each building has a sprinkler head cabinet with shut off tools.
- Exterior door signage: Will be provided and illuminated.

#### Emergency Lights

- Present

#### Exit Signs

- Installed at all exit corridors and exit doors.

#### Fire Alarm & Detection System

- Annual Certification: Occupant will follow Costa Mesa, Orange County, and State Fire codes.
- Location of panel: At or near the main entrance of the building's northwest side.
- Exterior Signage: NFPA 704.
- Coverage (mapped): Will cover the entire building.

- Monitored: 24-hour security and central signaling alarm system monitoring.
- Method: Types of initiation devices will include smoke, heat, manual, water flow, and special systems (Hydrocarbon detectors throughout the rooms).

#### Fire Extinguishers (see *Report Objectives*)

- Fire extinguishers will be located in required locations throughout the occupancy and follow California Fire Marshal requirements, including mounted properly, inspection date current (within one (1) year), adequate number, and proper type for hazard protected.

#### Housekeeping

- Housekeeping will be maintained and will include, but not be limited to, areas free of excessive combustibles.
- A strict no smoking policy will be maintained throughout the complex.
- All building code requirements will be followed for storage requirements and trash will be removed on a regular basis.
- Will include fully sprinklered building, will be readily visible, clear and unobstructed, two remote exits available, travel distance within distance (maximum of 150 feet from any exit), common path of travel within limits, dead ends within limits, adequate illumination will be provided, all exit enclosures free of storage, doors swing in direction of egress travel (where required), panic/fire exit hardware operable, doors open easily, self-closers operable, doors closed or held open with automatic closers, corridors and aisles of sufficient size, mezzanines, proper exit signs (minimum of 44 feet), and proper exit distances (not to exceed 150 feet).

## **Applicable Codes**

The Applicable Codes relative to this project are as follow:

- 2016 California Building Code
- 2016 California Fire Code
- NFPA 72
- NFPA 13
- NFPA 48
- NFPA 58
- AB 2679

## **Air Quality Plan**

The safety of the staff, first responders, and community is the priority of the operational processes of this wholesale/manufacturing facility. When necessary, this facility will utilize exhaust and makeup air to adjust the quantity of outside air. This facility will follow the EPA *Indoor Air Quality Guide* and industry best practices for design, construction, and commissioning.

The exhaust will be placed in the manufacturing room, packaging room, and the receiving/quarantine room. The filter system will contain Can 150 charcoal filters which provide the dual function of scrubbing the air for harmful contaminants while also controlling for odor.

## **Employee Training**

New employees will be screened, evaluated, and trained to perform the essential functions for which they will be responsible at SCCC Group Services, Inc.

Fire Safety Policies will be discussed with the employees, emphasizing that fire safety is fundamental to the company's operations. New employees will be thoroughly trained in Fire Safety rules and regulations. These regulations will be discussed at periodic safety meetings to ensure that all employees possess the necessary Fire Safety knowledge.

Emergency alarms will be discussed, including the audible and visible. All employees will be well versed in handling alarm situations. Employees shall be knowledgeable in egress and evacuation routes, as well as points of assembly (areas illustrated in the facility plot plan).

First aid kits will be accessible and available onsite to employees. Eye wash/shower/fire blanket stations shall be identified in accessible locations for fire emergencies. Periodic performance reviews will be conducted by senior management to ensure that policies and procedures are being followed. This will ensure that each employee possesses a working knowledge of the applicable fire safety regulations and procedures.